

ARMY CAREER AND ALUMNI PROGRAM

SERVICE PROVIDER REFERRAL INFORMATION

LOCATION: Fort Lee

During your transition, use the following information, along with your DD Form 2648 (Preseparation Counseling Checklist), to locate services and agencies where you can receive assistance. Unless otherwise specified, services and benefits are available to all soldiers.

AVAILABLE TRANSITION SERVICES	DA PAM 635-4 Chapters	Visit	Telephone #	Web Site
10. EFFECTS OF A CAREER CHANGE	2	ACAP Center Bldg. 9028	804-734-6612	
		Chaplain General Counseling Bldg. 4005	804-734-6494	
		MEDDAC Counseling/ Social Services B Avenue Bldg.8200	804-734-9152 804-734-9143	
11. EMPLOYMENT ASSISTANCE				
a. Dept. of Labor sponsored Transition Assistance Workshops and Service sponsored Transition Seminars/ Workshops	3	ACAP Center Bldg. 9028	804-734-6612	www.acap.army.mil
b. Use of DD Form 2586 (Verification of Military Experience and Training)	3	ACAP Center Bldg. 9028	804-734-6612	www.leavenworth.army.mil/aarts
(1) Do you want a copy of your Verification of Military Experience and Training (VMET) Document?	3	To be provided at the ACAP Pre-separation Briefing		
c. DoD Job Search Web site	3	ACAP Center Bldg. 9028	804-734-6612	dod.jobsearch.org
d. Transition Bulletin Board (TBB) and Public and Community Service Opportunities	3	ACAP Center Bldg. 9028	804-734-6612	www.dmdc.osd.mil dod.transportal.org
e. Teacher and Teacher's Aide Opportunities/Troops to Teachers	3	Troops to Teachers	800-231-6242 800-560-4317	http://web.odu.edu/mctp www.dantes.doded.mil
f. Federal Employment Opportunities	3	Civilian Personnel Advisory Center Bldg. 12400	Self-Help Walk-in 804-765-4588	www.cpol.army.mil www.usajobs.opm.gov www.lee.army.mil/cpac www.hr.dla.mil
g. Hiring Preference in Non-Appropriated Fund (NAF) jobs (Eligible Involuntary Separates)	3	Personnel Management Supervisory Ofc	804-765-4592	www.leemwr.com

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		Bldg. 12400		
h. State Employment Agencies/America's Job Bank	3	Virginia Employment Commission	804-862-6106	http://www.vec.state.va.us http://www.ajb.dni.us
12. RELOCATION ASSISTANCE				
a. Permissive (TDY/TAD) and Excess leave	4	AG Transition Center Soldier One Stop Bldg. 12010	804-734-7789 804-734-7790 804-734-6971 Approved at unit level first.	
*b. Travel and transportation allowances	4	Transportation (Household) Bldg. 5208	804-734-4187 804-734-4449	
		Transportation (Tickets) Bldg 12010	804-734-7273 804-734-7275	
		Finance & Accounting Ofc Bldg. 12010	804-734-7792	
13. EDUCATION/TRAINING				
a. Education benefits (Montgomery GI Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)	5	Army Community Education System Bldg. P-8035	804-765-3570	www.gibill.va.gov www.fafsa.ed.gov
		AHRC (PERSCOM)	800-872-8272	
b. Workforce Investment Act (WIA)	NA	Virginia Employment Commission Bldg. 9028	804-862-6106	
c. Additional education or training options	5	Education Center Bldg. 8035	804-765-3570	
d. Licensing and Certification Information	5			www.cool.army.mil
e. Defense Activity for Non-Traditional Educational Support	5			www.dantes.doded.mil
14. HEALTH AND LIFE INSURANCE				

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AVAILABLE TRANSITION SERVICES	DA PAM 635-4 Chapters	Visit	Telephone #	Web Site
a. 60-day or 120-day extended Military and limited Dental benefits (Eligible Involuntary Separatees)	6	MEDDAC Health Benefits Advisor/Tricare	804-734-9447 804-734-9448	http://www.tricare.osd.mil
		Bull Dental Clinic Bldg. P-8204	804-734-9608	
b. Option to purchase 18-month conversion health insurance. Concurrent pre-existing condition coverage with purchase of conversion health insurance.	6	MEDDAC Health Benefits Advisor/Tricare Kenner Clinic Bldg. P-8130	804-734-9448 804-734-9447	http://www.humana-military.com
		Continued Health Care Benefit Program	800-444-5445	
c. Veterans' Group Life Insurance	6	Office of Servicemen's Group Life Ins.	Info. mailed to you after separation	www.insurance.va.gov
15. FINANCES				
a. Financial Management (TSP, Retirement, SBP)	7,10	Army Community Services Financial Readiness Program Bldg. 9023	804-734-6388	
b. Separation pay (Eligible Involuntary Separatees)	7	Defense Military Pay Office Bldg. 12010	804-734-7792 804-734-6360	
c. Unemployment compensation	7	Virginia Employment Commission 5240 Oaklawn Blvd. Hopewell, VA 23860	804-541-6548	
d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans)	7	Department of Veterans Affairs Veteran's Benefits	800-827-1000	
www.homeloans.va.gov				

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AVAILABLE TRANSITION SERVICES	DA PAM 635-4 Chapters	Visit	Telephone #	Web Site
		Small Business Administration 400 N. 8 th Street Suite 1150 Richmond, VA 23229	804-771-2400 ext. 132	www.sba.gov
16. RESERVE AFFILIATION	8	Army Emergency Relief Bldg. 9023	804-734-7954 804-734-6388	www.goarmy.com
17. DISABLED VETERANS BENEFITS				
a. Disabled Transition Assistance Program (DTAP)	9			
b. VA Disability Benefits	9	VA Representative Wednesdays only at Soldier One-Stop Bldg. 12010 MEDDAC Medical Evaluation Boards USAR/ARNG Med. Affairs Bldg. P-8130	For Appts call 804-786-2261 on M, Tu, Th, F or 734-6980 on Wednesday only. 804-734-9258 804-734-9545 804-734-9349	www.army.mil/usar

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		Disability Claims 3 rd Thursday B101 Kenner	734-9292	
18. INDIVIDUAL TRANSITION PLAN (ITP)				
a. The purpose of the ITP is to identify educational, training and employment objectives and to develop a plan to help you achieve these objectives. It is the Military Department's responsibility to offer Service members the opportunity and assistance to develop an ITP. It is the Service member's responsibility to develop an ITP based on his/her specific objectives and the objectives of his or her spouse, if appropriate.	1	ACAP Center Bldg. 9028	804-734-6612	www.acap.army.mil
b. Based upon information received during Preseparation Counseling, do you desire assistance in developing your ITP? If yes, the Transition staff Command Career Counselor is available to assist you.	1	ACAP Center Bldg. 9028	804-734-6612	www.acap.army.mil
19. OTHERS				
a. Retirement Eligibility and Processing		AG Military Personnel Office Bldg. 12010	804-734-6973 804-734-6980	
b. Issuance of ID cards after separation		AG Military Personnel Office Bldg. 12010	804-734-6970 804-734-7652 804-734-7347	
c. Separation Physical (90 days out) Mon-Tues-Wed 0630 by appointment only. Medical records, PT uniform, ID card, glasses. Fast for 10 hours prior to exam. Remove contact lenses 24 hours prior to exam.		MEDDAC Eagle Clinic Bldg. P-8130	804-734-9247 Recorded Instructions	

*** NOTE: Status of Forces Agreement limitations apply for overseas Service members**

Last update: 12/03